



Resume Writing Made Easy

Your resume is a “fact sheet” about yourself that “tells a story” to the reader. Its purpose, along with the cover letter, is to **match the position for which you are applying and prompt the company to ask you in for an interview.** Dividing your experiences into smaller sections makes your resume easy for a reviewer to read. You should consider including some or all of the following sections, as they apply to you:

OBJECTIVE – Typically this is used when going to a networking event or a career fair where you are not providing a cover letter. We are in an employer’s market where they want you to sell yourself to them, so use this space for a Summary of Qualifications. If you are using an objective please make sure it is one or two lines stating your goal. Be as specific as possible.

SUMMARY OF QUALIFICATIONS – A summary of qualifications, also called a career profile or even a value added section, gives the reader a snapshot of your best skills and experience as it relates to the position. Look at the job description and showcase the skills and experience you have that match the position.

NOTE: Remember many people have similar skills to you. List qualifications that make you stand out above the rest?

EDUCATION – Include the name of your university, your degree, and the year you earned your degree. Include other colleges where you earned academic credit, study abroad schools, senior projects/thesis information, scholarships you were awarded and academic honors, such as dean’s list or honor society. Include your GPA if it is 3.0 or higher. Include academic conferences you have attended.

NOTE: If you are not yet a junior or senior, you may also include high school information, and relevant college courses you have taken.

SKILLS – If your major is fairly technical, use this section to list industry specific skills, such as computer software/hardware, laboratory skills, specific pieces of equipment you know how to use, language skills, etc.

INTERNSHIP EXPERIENCE – Provide the name and location (city and state) of the employer, and the dates you worked there. Include a brief description of your job duties, and provide information about how your work helped the employer; made something more efficient or less costly, saved time or money, grew the business by a certain percent—focus on the outcome of your work.

RELEVANT EXPERIENCE – Similar to Internship Experience and should be handled the same way, even if the position may not have had the title of “Intern/Internship.”

WORK OR OTHER EXPERIENCE – Provide the name and location (city and state) of the employer, and the dates you were employed. Include a brief description of your job duties, and then provide information about how your work helped the employer. Include results and accomplishments with quantifiable data where you can!

MILITARY EXPERIENCE - Include your branch of service, highest rank and date of separation. Also include special assignments and locations, as well as technical and on the job training. Quantify results. Include the most important honors, decorations, and awards you earned.

VOLUNTEER EXPERIENCE – Provide details about what you did for each organization, as well as dates. List skills you developed and explain the impact you made.

NOTE: This section may be shortened depending upon experience and length of resume.

LEADERSHIP EXPERIENCE – This section can be used if the development of leadership skills was one of the significant outcomes. This is a great category for individuals who have risen to top positions in the Corps, have served as RAs, team captains, received ROTC training, etc.

NOTE: This section can be combined with the activities section.

ACTIVITIES – Include the name of the club, team or group, the dates you participated, and your title, if you had one, such as Captain (of a team), Lieutenant, or Vice President. Provide a brief description of your role and responsibilities, as well as any significant outcomes, such as led team to ECAC championship; improved efficiency of something; or increased club enrollment and attendance by 20%.

REFERENCES – Do not include references on your resume. Use a separate Reference Sheet. Information is on our website careers.norwich.edu.

ADDITIONAL NOTES – Use language from the job description where you are applying. Highlight achievements and use quantifiable results where possible. Additional resume sections to consider include: professional affiliations, certifications, presentations, publications, security clearances and training. Don’t exaggerate. During the interview, you will have to be able to back up every claim you have made with concrete examples. Have a professional proofread your document. **Use standard size 8 ½” x 11” resume paper.**

SAMPLE RESUME:

WILL U. HIEME

203 XYZ Ave.
Anytown, VT 00000

(123) 456-7890
name@student.norwich.edu

Personable and driven Senior Military College graduate with experience in customer service gained through a public relations internship and five years of retail experience. Consistently demonstrates outstanding organizational skills, time management and professionalism.

SKILLS

Project Management – Coordinating and supervising diverse group of individuals, and customer- tailored projects, to meet strict deadlines and budgets.
Computer Skills – Microsoft Word, Excel, PowerPoint, Adobe 8.0, Cool Edit Pro.
Communication Skills – Excellent public speaking and presentation skills. Highly effective networking and advertising skills for online and mobile, social, and professional media sites.

EDUCATION

Norwich University, Northfield, VT May 2xxx
Bachelor of Science, Business Management GPA 3.x/4.0
Minor in Communications
• XYZ Scholarship – awarded for outstanding academic and extracurricular performance
• Norwich University XYZ Scholarship
• ABC Scholarship – awarded to Business Management students
• National Business Management Honor Society – requires GPA above 3.2

RELEVANT EXPERIENCE

Name of Current or Most Recent Employer, city, state Dates of employment
Intern
Brief description of responsibilities, using action verbs; supervised, managed, trained, observed, prepared, reported, presented, etc... to explain what you did/do, so the reader understands how this benefits his/her company.
• Key accomplishment
• Notable achievement
• Additional training

Snowflake Coffee Shop, Stowe, VT 2xxx - 2xxx
Assistant Manager/Server
• Supervised, managed and trained six employees, with special emphasis on customer service, evaluated employee performance.
• Scheduled employees, opened and closed store, checked daily cash balances/receipts in drawer.
• Conducted inventory, ordered food and supplies.
Outcome: Developed outstanding customer service skills due to Stowe's reputation as an elite destination. Learned basic small business management skills, including financial information, banking, employee supervision, and scheduling to meet customer demand.

ACTIVITIES

Corps of Cadets – Battalion Sergeant. Handled communication between the commandant's office and a battalion of 250 cadets.
Norwich University Men's Soccer Team – Captain. Served as liaison between coaches and players. Conducted Captain's practices, developed drills and communicated in-game instructions.
Northfield Boys & Girls Club – Tutored middle school and high school students in reading and math, assisted with homework, coordinated games and fun activities, and served as role model.
Church Volunteer – Assisted with planning, organizing, and supporting community fundraising events.